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List of Required Clearances for ADS Material

Always Required

You must send ALL clearance material to the following offices:		
Contact Person	Office Symbol	Bureau/Office
Susan Hall	GC/EA	General Counsel, Ethics and Administration
Cynthia Staples	M/AS/IRD	Bureau for Management, Office of Administrative Services, Information and Records Management Division
Larry Laird	PPC/PC	Bureau of Policy and Program Coordination, Office of Program Coordination
Veronica Young	LPA/AA	Bureau for Legislative and Public Affairs, Office of the Assistant Administrator
Lorie Dobbins	G/PDSP	Bureau for Global Programs, Field Support & Research, Office of Program Development and Strategic Planning
Lowell Lynch	BHR/AA	Bureau for Humanitarian Response, Office of the Assistant Administrator
John Winfield	AFR/AA	Bureau for Africa, Office of the Assistant Administrator
Mary Lewellen	ANE/ORA	Bureau for Asia and the Near East, Office of Operations and Resource Allocation
Edward Lundquist	E&E/AA	Bureau for Europe and Eurasia, Office of the Assistant Administrator
Maria Marigliano	LAC/AA	Bureau for Latin America and the Caribbean, Office of the Assistant Administrator
Vince Cusumano	LAC/SPM	Bureau for Latin America and the Caribbean, Office of Strategy and Portfolio Management
Nora Lewis	M/AS/OMS	Bureau for Management, Office of Administrative Services, Overseas Management Support Staff
Sandra Malone-Gilmer	M/MPI	Bureau for Management, Office of Management Planning and Innovation
Rose Miller	EOP	Office of Equal Opportunity Programs

ALSO: Always CC: ADS@M.AS.IRD on your clearance e-mail.

Please see the Sometimes Required List beginning on the next page. You may be required to send your material to one or more of the individuals on that list.

Sometimes Required Clearances

If your ADS material deals with:	Then you must send your ADS material to:		
	Contact Name	Office Symbol	Bureau/Office
<ul style="list-style-type: none"> The conduct of audits of Agency programs or procedures that promote the economy and efficiency and the detection of fraud, waste, and abuse of these programs and operations. The financial operations and information technology of the Agency and the economy, efficiency, and effectiveness of USAID programs and administrative functions (review and comment but no clearance) 	John Burns cc: Robert Perkins, IG/Legal Counsel	IG/A/HLC	Office of the Inspector General, Office of Audit, Headquarters Liaison and Coordination Division
<ul style="list-style-type: none"> Office Services directives: <ul style="list-style-type: none"> Space/Moves Personal Property Real Property Safety/Health Equipment/ Supplies Storage Gifts/Art Bank Recycling Security 	Bishop Buckley	M/AS/CPD	Bureau for Management, Office of Administrative Services, Consolidated Property Management Division
<ul style="list-style-type: none"> Freedom of Information Act (FOIA) <ul style="list-style-type: none"> Privacy Act of 1974 Systems of Records Records Management (ADS 502) <ul style="list-style-type: none"> Declassification Electronic Records Vital Records Forms Disposition Strategic Objective Planning Documents Correspondence Management 	Joanne Paskar	M/AS/IRD	Bureau for Management, Office of Administrative Services, Information and Records Division
<ul style="list-style-type: none"> Travel 	Bruce Gatti	M/AS/TT	Bureau for Management, Office of Administrative Services, Travel and Transportation Division
Financial (program or OE) and workforce matters (directly or indirectly related)	Pam Callen	M/B	Bureau for Management, Office of Budget

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Sometimes Required Clearance list, continued

If your ADS material deals with:	Then send your material for clearance to:		
	Contact Name	Office Symbol	Bureau/Office
<ul style="list-style-type: none"> • Employee Travel Entitlements • Financial Management Policies with Personnel Implications (pay, benefits, overseas allowances) • Overseas Management Policies with Personnel Implications (emergency planning and evacuations, mission closeouts and openings, etc.) • Personnel Security Issues (suitability determinations, security clearances) • 300 Major Functional Series • Contract Employees (PSCs, PASAs, etc.) 	Lawrence Brown	M/HR/PPIM/PP	Bureau for Management, Office of Human Resources, Policy Planning and Information Management Division, Policy and Planning Branch
Financial impact to the Agency (direct or indirect). When in doubt, send to FM for review and clearance.	Joe Keady	M/FM	Bureau for Management, Office of Financial Management
<ul style="list-style-type: none"> • Information Technology • Information Management Plans • Information Systems • Telecommunications • Automated Data Processing (ADP) • Computer Systems • Data Administration • Federal Information Processing (FIP) Resources • Automated Information System Security 	Joe Gueron cc: Joyce Cosby cc: Evelyn Hogue (for Automated Information Systems Security)	M/IRM	Bureau for Management, Office of Information Resources Management

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Sometimes Required Clearance list, continued

If your ADS material deals with:	Then send your material for clearance to:		
	Contact Name	Office Symbol	Bureau/Office
<ul style="list-style-type: none"> • Procurement/Contracts • Grants and Cooperative Agreements, including planning, implementation, and administration (not to include assistance agreements with foreign governments and ASHA grants) • Personal Services Contracts/Contractors (U.S., TCN, and FSN) • Commodity Import Programs (including commodity eligibility and other commodity management issues, except those relating to Food for Peace) • Source and Nationality • Excess Property • Host-Country Contracting • Program-Funded Transportation of Goods • Contractor and Recipient Audits • FAA Sec 632(b) interagency agreements, including PASAs and RSSAs • Delegations of Authority relating to contracts and assistance agreements, except to foreign governments 	Kitty O'Hara	M/OP	Bureau for Management, Office of Procurement
<ul style="list-style-type: none"> • Program Planning and Budgeting • Project Assistance • Non-Project Assistance • Procurement Policies • Procurement Regulations • Records Management • Information Services • Communications Management • Regulations on Submission of Contractor Reports 	Lee White	PPC/CDIE/DI	Bureau for Policy and Program Coordination, Center for Development Information and Evaluation, Development Experience Information Division

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Sometimes Required Clearance list, continued

If your ADS material deals with:	Then send your material for clearance to:		
	Contact Name	Office Symbol	Bureau/Office
<ul style="list-style-type: none"> Physical Security Personnel Security Information Security (including classified information on ADP systems) Physical Security Overseas: There are rigid national security requirements associated with the physical location of U.S. facilities overseas, the granting of access to workspace in proximity to locations where National Security Information is stored, discussed, or used; and the hiring of U.S. Direct Hire or U.S. Personnel Service Contractor employees of USAID. <p>Any directive addressing these topics must be cleared in advance by the Office of Security.</p>	Mike Flannery	SEC	Office of Security